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Statement of Work
for
Airport/Facility Directory Database Publishing

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1.0   Introduction

Database publishing is an area of automated media production in which specialized techniques are used to generate paginated documents from source data residing in traditional databases. Common examples are catalogues, price lists and telephone directories. The basic idea is using database contents like airport runway information to fill out empty template documents. This allows for quick generations of final output and, in case of changes, quickly perform updates, with limited or no manual intervention.

The Federal Aviation Administration (FAA), Aviation System Standards (AVN), AeroNav Services Office (AeroNav Services, AJW-352) requires services, software and training to electronically populate data in its Airport/Facility Directories (A/FD) and Charting Supplements. There are currently seven A/FDs (Green Books covering the contiguous U.S.) and two Charting Supplements (covering Alaska and Pacific).

1.1   Background

The Airport/Facility Directory consists of seven regional volumes covering the 48 contiguous states, Puerto Rico and the Virgin Islands and two Charting Supplements – one for the Pacific and one for Alaska. These volumes contain airport and supplemental charting data pilots use to navigate the National Airspace System (NAS). They are used in both pre-flight planning and in-flight navigation. The A/FDs and Charting Supplements are currently available as hard-copy public sales products and are published on a 56-day cycle. They can also be accessed via an online search application on the AERONAV SERVICES website:
(http://avn.faa.gov/index.asp?xml=naco/online/d_afd).
The current method of publishing these volumes involves sending hardcopy mark-ups to the printing contractor where they make the necessary changes in their publishing software (Xy-Vision) and output as Portable Document Format (PDF) files and plates for the hardcopy books. The printing contractor will also provide each book as a FrameMaker (.fm) file beginning October 22, 2009. It is the FAA's High Performing Organization (HPO) requirement to automate this process by compiling and publishing to PDF format in-house to conserve resources.

1.2   Scope of Work

The contractor shall provide automated database publishing services for the seven A/FDs and two Charting Supplements. Consulting services and a graphical user interface (GUI) are required for overall system architecture using proven desktop publishing software. The system must be able to

connect to multiple data sources simultaneously to include data and images. The system must also be capable of being reconfigured to alternate data sources as they become available.

The output should contain solutions for print media and digital formats. The A/FDs and Charting Supplements have strict layout requirements. The COTR may approve different fonts if necessary. Finally, the contractor will assist in the preparation of the desktop publishing files for submission for publication in printed and electronic formats.

AeroNav Services will purchase seven software licenses from the awarded contractor. This purchase will include for the first year:

- Unlimited email support with a minimum response time of two hours
- Phone support incidents not to exceed a total of eighty hours per year
- Free "bug" fixes which do not count against phone incidents
- All documentation updates
- All point and major releases during that period
- Customer only web pages addressing support topics

After all nine books have been completed, the Contractor will provide an optional yearly maintenance program at an agreed-to price. This will include any re-mapping of data sources.

The Contractor shall provide on-site, a standard three-day automated publishing solution training course for up to fourteen AeroNav Services employees with additional in depth training for the selected employees who will be finishing/reviewing the publications.

The Contractor will review the current submission files and FAA databases used to construct a Proof of Concept. The contractor will develop the automated database publishing coding required to produce the "Airports Section", "Back-Matter Section", and Legends for each volume. The Contractor will also make recommendations for an ongoing data submission process and review process.

2.0   Requirements

2.1   Develop a detailed project plan with requirements and schedule
2.2   Database Publishing Software
2.2.1   Provide a Proof of Concept on the "Airports" Section
The Airports Section is the primary "phone book" listing of airports and their related information. A proof of Concept is required as a draft from which to work from.
2.2.2   Provide a Proof of Concept on the "Back-Matter" Section
The Back-Matter Section is information that pertains to each book. It is region specific information and has multiple parts. Some parts are static while others change each cycle.
2.2.3   Provide a Proof of Concept on the "Legends" Section.
The Legends Section is primarily static. The green books utilize the same legend while the Supplements each have their own.

2.2.4   Install automated publishing and supporting software and test on FAA computers
2.2.5   Develop and test desktop publishing templates
2.2.6   Develop and test automated publishing pattern set templates
2.2.7   Provide training to AeroNav Services personnel
2.3   Enlist Maintenance Program
2.3.1   Provide initial publishing support
2.3.2   Make data submission and review process recommendations
2.3.3   Provide unlimited email support with a minimum response time of two hours
2.3.4   Phone support incidents not to exceed a total of eighty hours per year
2.3.5   Free "bug" fixes which do not count against phone incidents
2.3.6   All documentation updates
2.3.7   All point and major releases during that period
2.3.8   Customer only web pages addressing support topics
2.4   Remapping Data Sources

3.0   Deliverables

The Contractor will provide the following deliverables:

3.1   Seven automated database publishing licenses

3.2   One group of desktop publishing templates for three publication types (Green Books and for each of the two Supplements) including the Index in the back of the Alaska Suppelment.

3.3   One group of pattern set template files for three publication type (Green Books and for each of the two Supplements) including the Index in the back of the Alaska Supplement.

3.4   Automated publishing training (3 days for up to fourteen employees with additional in-depth training for the selected employees who will be finishing/reviewing the publications, including how format changes will be handled when new requirements are implemented.)

3.5   Data elements which cannot be cleanly extracted from available databases will be extracted from available FrameMaker documents of existing A/FDs and Supplements. This data will be imported into standard spreadsheet or flat files which AeroNav Services personnel can maintain. These spreadsheet or flat files will then serve as the data files for subsequent database publishing until such time that a more suitable database is available.

3.6   Beginning with the Northwest Region A/FD, provide a database complied/desktop published file or series of files suitable for printing purposes (PDF preferred). The following is provided as a minimum delivery schedule. These dates are based on contract being awarded by October 22, 2009. The first book will be delivered 90 days after contract award date and subsequent books will be delivered at least one book per 56-day cycle thereafter.

3.6.1   The database published Northwest Region A/FD will be delivered on February 11, 2010.
3.6.2   The database published Southwest Region A/FD will be delivered on April 8, 2010.
3.6.3   The database published South Central Region A/FD will be delivered on June 3, 2010.
3.6.4   The database published Southeast Region A/FD will be delivered on July 29, 2010.
3.6.5   The database published Northeast Region A/FD will be delivered on September 23, 2010.
3.6.6   The database published East Central Region A/FD will be delivered on November 18, 2010.

3.6.7 The database published North Central Region A/FD will be delivered on January 13, 2011.
3.6.8 The database published Alaska Supplement will be delivered on March 10, 2011.
3.6.9 The database published Pacific Supplement will be delivered on May 5, 2011.

4.1 Reporting Requirements

The Contractor shall provide bi-monthly written status reports to the Government Project Manager. The reports shall indicate what items have been accomplished during the reporting period, what items are scheduled to be completed during the coming period, and what items are behind schedule and why. The details for initiating this reporting cycle are left to the mutual agreement of the parties.

4.2 Designated Base Work Site

The designated base work site is the FAA AeroNav Services Office, 1305 East-West Hwy. in Silver Spring, MD 20910

4.3 Travel

No travel is required.

4.4 Government-Furnished Resources

AeroNav Services shall provide digital (FrameMaker) and hardcopy versions of all volumes. AeroNav Services shall provide Contractor personnel appropriate work space and access to the required systems and relevant AeroNav Services personnel required to perform the tasks described above. Unless otherwise agreed by the parties, these Government-furnished resources shall be provided only during normal business hours at the designated base work site.

4.5 Hours of Performance

Support facility operations shall be maintained and be consistent with Government personnel working Monday through Friday (excluding holidays) unless otherwise specified. Primary hours of operations are 6:00am to 6:00pm. The normal workday is 8 hours, plus ½ hour for lunch.

4.6 Observance of Legal Holidays and Facility Closures

The Contractor shall normally not be required or allowed to work when their assigned facility is on holiday or closed. During such periods, the Contractor will not be compensated for labor hours without: 1) advanced direction by the CO or COTR or, 2) the work being a response to a Government emergency. The following is a list of US Federal holidays and reasons for facility closures:

New Year's Day   Labor Day

Martin Luther King, Jr's Birthday	Columbus Day
Inauguration Day	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Any other day designated by Federal statute, Executive Order, or Presidential proclamation. Adverse weather conditions or national emergencies may require the facilities to
close. When any such day falls on Saturday, the preceding Friday is observed and when any such day fall on Sunday, the following Monday is observed.

4.7   Quality Control Plan

The contractor shall be solely responsible for the quality products and services provided. The contractor shall establish and maintain a quality control program for the furnishing of supplies and services. This program shall include a controlled plan of events integrating all necessary procedures, controls, inspections, and tests required to substantiate quality of service and product as stated in the contractor's current CO approved Quality Assurance Plan for the existing contract. The contractor shall submit their Quality Assurance Plan for this requirement to the CO for approval within 30 days after contract award.

4.8   Period of Performance

The FAA expects the project will take anywhere from 6 to 9 months for initial set-up, implementation, training, etc. Another 12 months is anticipated for help-desk support. Once a new production database is in place, the contractor will be expected to come back to re-map all database elements or assist in doing so. There are approximately 860 data elements. A spreadsheet of all data elements will be provided to all qualified candidates.